

## Wyoming State Library Meeting Room Policy

### Reserving the Meeting Room

The WSL meeting room is available for State Government Agency use between 8:30 a.m. and 4:30 p.m. The State Library opens at 8 a.m. Meeting participants will not be allowed in the building prior to that time. **Reservations are required.**

Reservations are managed by **Melanie Reedy (melanie.reedy@wyo.gov, 777-5917)**.

### About the Room

The meeting room has 10 tables and 30 chairs. Classroom, Open “U”, and box-style seating arrangements **seat 20 people comfortably**. Auditorium-style seating can seat up to 30 people. A lectern, sink, 42-cup coffee pot, and 42-cup hot water pot are available for your use. Please bring your own coffee, tea, cups, and condiments. The building cannot accommodate lunches in any other space.

**A computer**, projector, and drop down screen are available for your use. The computer is connected to the state network. Login for the computer can be accomplished using a state employee account or a generic account is available (ask for details at the Service Desk). Other devices can access the internet through the State Employee or Public Wireless connections. Chromebooks are available for checkout to state employees at the WSL Service Desk.

**Note:** The State Library cannot assist with set up for your meetings and provides only limited technical assistance. Please make plans to organize the room according to your requirements prior to the start of your meeting.

### Cell Phones

Cell phones may only be used in the meeting room with the door closed, in the east and west entryway of the library, or outside.

### Breaks and Restrooms

Because library users are regularly in the building conducting research and State Library staff work in close proximity to the meeting room, room users should plan breaks in the meeting room or outside the building. The closest restrooms are located on the north side of the building.

### Supplies & Refreshments

Please provide any supplies and refreshments you require. A water fountain is available by the restrooms. Paper may be taped on the wall using blue painters tape.

### Staff Areas

Staff offices are located directly outside of the back door of the meeting room. We ask that meeting attendees **only** use the front door of the meeting room to enter and exit as to not disturb library employees.

*As with other state office buildings, smoking is restricted to the exterior of the building.*